

Free Buyer Trainings

Sign up for the following buyer trainings. For more information, visit www.mass.gov/osd or email osdtraining@state.ma.us.

Essentials of State Procurement

<p>The Operational Services Division manages more than 130 contracts for commonly purchased goods and services, saving you time and money. Purchase such items as office supplies and fuel cards through a Statewide Contract. A comprehensive overview of the Commonwealth procurement process for both how to use Statewide Contracts and what to do if what you want to buy isn't on a Statewide Contract.</p> <p>Learn:</p> <ul style="list-style-type: none"> ▼ How to search for a commodity or service. ▼ How to properly and efficiently utilize Statewide Contracts. ▼ How to conduct your Department's own procurements in compliance with applicable statutes, regulations, and policies. 	<p>Executive Agencies. Required for all new and existing department staff responsible for:</p> <ul style="list-style-type: none"> ▼ Purchasing commodities, supplies, equipment, or services as needed for agency operations from Statewide or other established contracts. ▼ The preparation, review, evaluation, and negotiation of contracts for the procurement of goods and services. 	<p>OSD Training Room One Ashburton Place 10th Floor, Boston</p>
<p>TO REGISTER: PACE: www.pace.state.ma.us</p>		
DATE	TIME	
Tuesday, June 17	9:00am – 4:00pm	
Friday, July 18	9:00am – 4:00pm	
Tuesday, August 12	9:00am – 4:00pm	

Discovering Statewide Contacts/Master Blanket Purchase Orders: Information, Demonstration & Application

<p>Through hands-on exercises, this course covers information on how to use Statewide Contracts and COMMBUYS. This class should be attended by all new and existing procurement and purchasing staff (eligible entities included) responsible for purchasing commodities, supplies, equipment, or services as needed for agency operations from Statewide or departmental contracts. Topics included in this class are:</p> <ul style="list-style-type: none"> ▼ A description of The Operational Services Division ▼ Understanding Master Blanket Purchase Orders ▼ Ground Rules for Using Master Blanket Purchase Orders ▼ Where to Find Master Blanket Purchase Order Information ▼ Benefits of using Master Blanket Purchase Orders ▼ Online Resources 	<p>All new and existing procurement and purchasing staff (eligible entities included) responsible for purchasing commodities, supplies, equipment, or services as needed for agency operations from Statewide or other established contracts open for use under separate contract execution.</p>	<p>OSD Training Room One Ashburton Place 10th Floor Boston</p>
<p>TO REGISTER: PACE: www.pace.state.ma.us</p>		
DATE	TIME	
Wednesday, June 18	9:00am – 12:30pm	
Wednesday, July 16	9:00am – 12:30pm	
Thursday, August 14	9:00am – 12:30pm	

Free Buyer Trainings

Sign up for the following buyer trainings. For more information, visit www.mass.gov/osd or email osdtraining@state.ma.us.

How to use Master Blanket Purchase Orders (SWC) Webinar

Learn what the Operational Services Division does and how to purchase through Statewide Contracts.	
To REGISTER: www.eventbrite.com/how-to-use-master-blanket-purchase-orders-webinar	
DATE	TIME
Thursday, June 19	3:00 – 4:00pm
Wednesday, July 2	9:30 – 10:30am
Tuesday, July 22	3:00 – 4:00pm
Wednesday, August 13	9:30 – 10:30am
Tuesday, August 26	2:00 – 3:00pm

Strategic Sourcing Certificate Program

<p>Strategic sourcing is the planned, systematic, and enterprise-wide procurement process that allows for continuous improvement and re-evaluation of the enterprise's purchasing activities to maximize spending efficiency, standardize processes, reduce total costs, and assist in meeting socioeconomic goals. OSD designed the program to help departments conduct effective procurement on behalf of their agencies and ensure that solicitations and contract awards for goods and services comply with governing laws, rules, and regulations and involve a fair, open, and competitive bid process. Attendance is required at all sessions:</p> <ol style="list-style-type: none"> 1: Strategic Sourcing 2: Create a Project Plan & Conduct a Market Analysis 3: Develop the Request for Response (RFR) 4: Conduct a Competitive Event & Evaluate Bid Responses 5: Negotiate, Award, Implement & Manage the Contract 		<p>Executive Agencies. Required for all new and existing department staff responsible for:</p> <ul style="list-style-type: none"> ▼ Preparing solicitations, reviewing evaluations, negotiating and reviewing contract documents, and providing advice and assistance in solicitation preparation. ▼ Analyzing bid responses and related documents. ▼ Monitoring the execution of contracts. 		See below
DATE	TIME	REGISTER	LOCATION	
Updated sessions Fall 2014 – please check back for updated information.				